

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

DATE : 11/19/2019

TO : Theodore Lipscomb, Sr., County Board Chair

FROM : Joe Lamers, Director, DAS Performance, Strategy, and Budget (DAS-PSB)

SUBJECT : Request to Abolish 1.0 FTE Community Engagement Coordinator (Paygrade 31M) and Create 1.0 FTE Equity Analyst Paygrade 23M) in the Office on African American Affairs.

**Request:** The Office on African American Affairs requests to abolish 1.0 FTE Community Engagement Coordinator (pay grade 31M) and Create 1.0 Equity Analyst (pay grade 23M).

**Background:** The Office on African American Affairs (OAAA) is leading the organization's equity work in support of the countywide goal of improving equitable service delivery and organizational culture using a racial equity lens and framework. In order to specifically address racial bias in decision making and support enterprise equity initiatives, OAAA will support and develop racial equity tools, equity trainings, and evidence-based models. OAAA aims to work collectively across the County footprint to improve racial equity in: operations, fiscal appropriations, policies and programs, legislation organizational culture and community engagement.

The scope of work OAAA has significantly changed since the inception of the department. Based on this fact, as well as the fact that OAAA has a small staff, the need to review job duties and align responsibilities is warranted to ensure the department success in achieving its outcomes. OAAA has identified the need for the elimination of a Community Engagement Coordinator position and the creation of an Equity Analyst position in order to effectively align job duties to execute the high volume of special projects (i.e. racial equity) and to sustain high level of productivity.

The 2019 and 2020 adopted budget included 1.0 FTE Community Engagement Coordinator. This action would abolish 1.0 FTE vacant Community Engagement Coordinator to create 1.0 Equity Analyst.

Position requested:	Title code	Pay Range	Annual Salary Range
<b>FTE Equity Analyst</b>	TBD	23M	\$49,702 - \$57,167
Position abolished:	Title code	Pay Range	Annual Salary Range
<b>FTE Community Engagement Coordinator</b>	21011013	31M	\$65,864-\$78,427

OAAA is requesting that the currently vacant Community Engagement Coordinator position be abolished. The requested create of Equity Analyst has no 2020 levy impact because it is already budgeted in 2020.

**Recommendation:** The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE vacant Community Engagement Coordinator be abolished, and 1.0 FTE Equity Analyst be created in the Office on African American Affairs. These combined options will result in no tax levy impact because the position being abolished is budgeted in 2019, and the position being created is budgeted in 2020.



Joe Lamers, Director, DAS-PSB